



**Reserve Bank of India
Protocol and Security Establishment
Mumbai Office**

MINUTES OF THE PRE-BID MEETING - [RBI/Mumbai/Others/18/20-21/ET/528](#)

E-TENDER FOR ANNUAL MAINTENANCE CONTRACT OF GARDEN, HEDGES, LAWNS AND PROVIDING HORTICULTURAL SERVICES AT BANKS RESIDENTIAL COLONIES AND OFFICES OF RESERVE BANK OF INDIA, MUMBAI

An open tender for the captioned work was floated on February 18, 2021. As per the tender time lines and Schedule of Tender, the Pre-bid meeting was held on February 23, 2021 at 11.00 AM in CSBD Conference Room of Mumbai Regional Office, Fort, Mumbai.

In this connection, written queries for Pre-bid meeting were not received from any vendor on e-mail /hand delivery up to the scheduled date and time given in the tender document.

Further, on February 23, 2021, in the pre-bid meeting, 4 bidders were participated i.e. M/s. Rames Desale, M/s. Hiravati Enterprises, M/s. BVG India Ltd, M/s. Quess Corporation Ltd and had raised the queries w.r.t. to the tender document.

The following Bank's officials and representatives were participated in the Pre-bid meeting:

Sr No.	Name (Mr./Ms.)
	Reserve Bank of India
1	Capt.P.C.Joshi (Retd.) CPP, DGM, P&SE
2	Flt.Lt. Vijay Prakash, AGM, P&SE
3	Shri. Sheetal Dhongade, Assistant Manager
4	Shri. Sumit Andure, Assistant
	Vendors
1	M/s. BVG India Ltd - Shree Vaibhav Kadam
2	M/s. Ramesh Desale- Shree Ramesh Desale
3	M/s. Quess Corporation Ltd- Shree Arun Wahgmare
4	M/s. Hiravati Enterprises- Shree Chavan & Naik

The issues raised by the vendors regarding the Technical and Commercial Specifications and other Terms and Conditions, Article of agreement, Schedule of quantity, Price bid and related with MSTC queries were clarified/noted. The clarifications to the points raised by the vendors are furnished in the [Annex - A](#).



**Reserve Bank of India
Protocol and Security Establishment
Mumbai Office**

Minutes of Pre-bid meeting held on February 23, 2021- Clarification of queries

RBI /Mumbai/Others/18/20-21/ET/528

Annexure - A

Sr. No.	Clause/Page No/ Particulars	Query Raised by the Vendor	Clarification of queries
a.	Section IV (F) on Page no.37 and Section V (43) on Page no.65	M/s Ramesh M Desale raised the query and request that the payment of bills will be made on monthly basis instead of quarterly basis.	Corrigendum has been issued in this regard. Please check the same on MSTC website and the Bank's website. Please refer to Corrigendum Sr No - I
b.	Section II, 2 (2.2) on Page no.20.	M/s. Quess Corporation Ltd raised the query whether the Wages would be Central or State Government Minimum Wages?	In this regard a reference may be made to all Central Government laws/guidelines and based on notification issued by Chief Labour Commissioner (Central Government of India) under provision of minimum Wages Act 1948. (Elaborated on page no. 20 of Section II (2) (2.2)).
c.	Section VII d) (iv) on Page no. 78.	M/s. Quess Corporation Ltd raised the query that does the Man Power strength mentioned in the tender document including the relievers.	No any reliever to be posted under this contract. Deployment / allocation / re-appropriation of number of Gardening staff may change as per the requirement of the Bank. (Elaborated on page no. 78 of Section VII (E) (ii)).

d.	Section VII, (E) (ii), Page no 78.	M/s. Quess Corporation Ltd raised the query whether the working days would be 6 days /week or 26 days/month	<p>Working days would be seven days in a week. But bidders are required to quote rates for 26 days/month. Duties should be adjusted in each premises that weekly off is ensured all working days and minimum strength shall be maintained on daily basis.</p> <p>The rates should be including working days of National Holidays. Accordingly, bidders are required to quote the rates.</p> <p>(Elaborated on page no. 78 of Section VII (E) (ii))</p>
e.	Section II, 2 (2.2) & (2.4) Page no.20	M/s. Quess Corporation Ltd raised the query that Bonus to consider in wages and it is yearly or monthly basis.	<p>Corrigendum has been issued in this regard. The bidders may check the same from MSTC website and the Bank's website.</p> <p>Please refer to Corrigendum Sr No II</p>
f.	Section II, 2 (2.2) on Page no.20.	M/s Ramesh M Desale raised the query whether the BMC liasoning charges will be reimbursed to the contractor or not.	<p>The tendered rates shall be inclusive of Liasoning with MCGM, trimming & pruning and MCGM Charges if any required in entire contract period under this contract.</p> <p>(Elaborated on page no. 20 of Section II (2) (2.2)).</p>
g.	Section V (32 and 36) on Page no.63 and 64	M/s Ramesh M Desale raised the query whether the trimming and pruning charges will be reimbursed to the contractor or not.	<p>The tendered rates shall be inclusive of Liasoning with MCGM, trimming & pruning and MCGM Charges if any required in entire contract period under this contract.</p> <p>If the work of trimming & pruning and cutting of dead tree will be attended through specialised workers from local authority, the charges / payments will be reimbursed on production of actual payment receipt.</p> <p>(Elaborated on page no. 63 & 64 of Section V (32 & 36)).</p>

h.	Section VII, (E) (ii), Page no 79.	M/s Hiravati Enterprises raised the query that if additional manpower is required during the entire contract period then the charges of additional manpower will be reimbursed to the contractor or not.	<p>Any additional man power required in entire contract period to carry out the complete scope of work shall be provided by the contractor without any additional charge.</p> <p>In case the additional Gardening staff required in any cluster mentioned in tender document then successful tenderer shall provide the same with the prior approval of the Bank.</p> <p>(Elaborated on page no. 79 of Section VII (E) (ii))</p>
i.	Section IV, on Page no.27	M/s. Quess Corporation Ltd raised the query that the any changes in Minimum Wages during Contract Tenure (Whether client will reimburse, or it will be our cost).	<p>Corrigendum has been issued in this regard. The bidders may check the same from MSTC website and the Bank's website.</p> <p>Please refer to Corrigendum Sr No III</p>
j.	Section II, 2) 2.3 Page no.20	M/s. Quess Corporation Ltd raised the query that the area of garden of each premises is given in the tender document or not.	<p>No, it is not mentioned in tender document. All the bidders are advised to visit all the sites before submitting the bid. The bidders can visit the Bank's Office and residential properties from 08.30 hrs to 14.00 hrs on all working days in-consultation with the concerned Caretakers of the colonies.</p> <p>The tenderers are requested to read and understand the terms and conditions of the contract mentioned in the tender document before sending their quotations, as no violation of the aforesaid terms and conditions shall be permitted once the quotation is accepted by the Bank.</p> <p>(Elaborated on page no. 83 of Section VII (H))</p>
k.	Section II, 2 (2.2) on Page no.20.	M/s. Quess Corporation Ltd raised the query which components of Minimum Wages are to be included in the rates for the deployment of gardening staff.	<p>The tendered rates for the deployment of gardening staff shall be inclusive of all the liabilities (inclusive of GST) of the company/agency/firm viz., Statutory Liabilities such as Minimum Wages, ESI, EPF</p>

			<p>contributions, Bonus, Liaoning with MCGM, trimming & pruning and MCGM Charges if any required in entire contract period etc.</p> <p>A reference may be made to all Central Government laws/guidelines in this regard. The rates shall also include cost of all labour, uniforms and tools, machinery, equipments etc. required at the sites.</p> <p>(Elaborated on page no. 20 of Section II (2) (2.2))</p>
I.	Section VI, (b) on Page no.68.	M/s. Quess Corporation Ltd raised the query whether the contract may be awarded cluster wise or full contract to one vendor.	<p>The comparison of tenders and its ranking will be considered Cluster wise. The contract may be awarded on the basis of tender rating (cluster wise). Bids shall be evaluated based on a lowest financial bid in each cluster.</p> <p>In case two firms offering the same lowest net bundled prices, then only the past experience for similar kind of work by the firm and technical evaluations marks shall be considered for evaluation purpose of Price Bid.</p> <p>The decision of the Bank shall be final and binding in this regard. The lowest financial Bid in each cluster will be invited for negotiations.</p> <p>(Elaborated on page no. 68 of Section VI (b)).</p>